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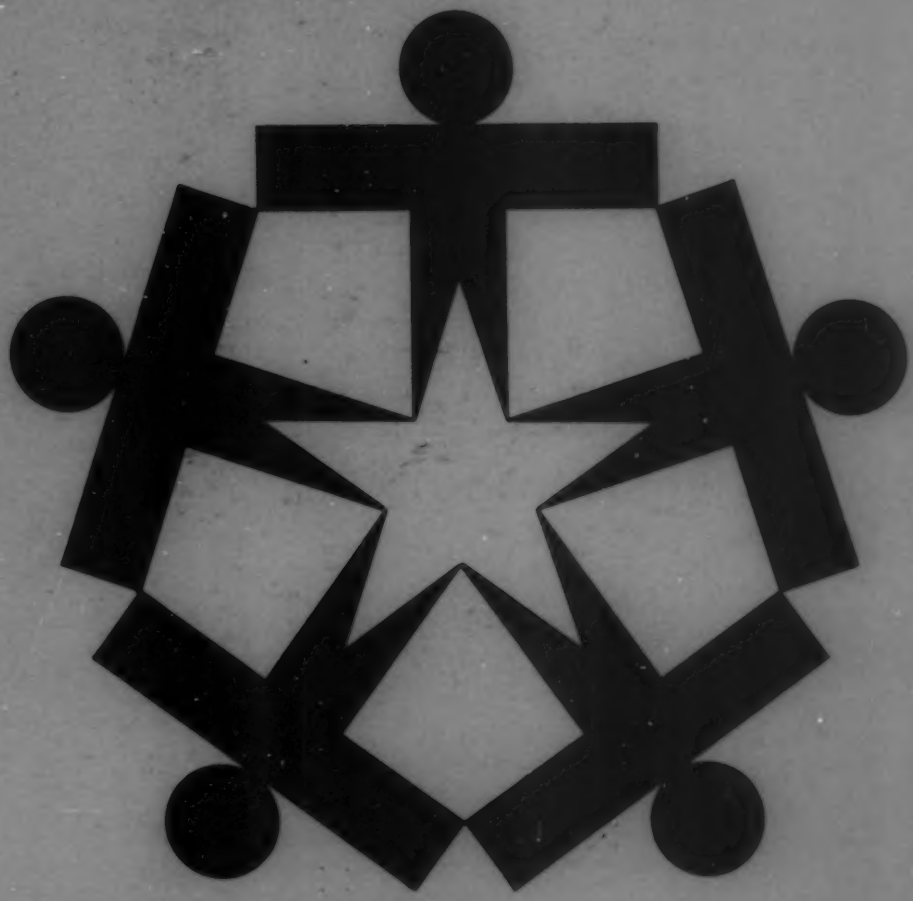

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TABLE OF CONTENTS

	Item No.
Absenteeism	1
Career Staffing	2-4
Civil Service	5
Civil Service, Federal	6-8
Communication	9-12
Compensation	13-28
Creative Thinking	29
Electronic Data Processing	30-31
Employee Conduct	32
Employee Health and Medical Care	33-35
Equal Opportunity in Employment	36-40
Ethics	41-43
Executives--Compensation	44-46
Executives--Health and Medical Care	47-48
Executives--Recruitment	49
Executives--Training	50-52
Freedom of Information	53
Hours of Work	54-55
Insurance, Health	56-58
Job Analysis	59
Job Design	60
Job Satisfaction	61-62
Labor Force	63
Labor-Management Relations	64-67
Labor Turnover	68
Leave	69-70
Management	71-72
Mobility	73
Older Worker	74-76
Organizational Behavior	77-79
Organizations	80
Participative Management	81
Performance Evaluation	82-84
Personnel Administration	85-91
Personnel Departments	92-93
Position Classification	94-95
Productivity	96-101
Professional Employees	102-103
Public Administration	104-106
Removal	107-110
Retirement	111-117
Security	118
Supervision	119-122
Training	123-130
Transportation	131
Women--Employment	132-133
Work Life	134-139

OLIVET COLLEGE
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ABSENTEEISM

5-1

Wolpin, Jacob and Ronald J. Burke.
Relationships between absenteeism and turnover: a function of the the measures? Personnel psychology, 38:57-74, Spring 1985.
Descriptors: *Absenteeism causes--Research / *Labor turnover causes--Research / Longitudinal studies.

CAREER STAFFING

5-2

Casper, Raymond E.
On-line recruitment. Personnel journal, 64:50-55, April 1985.
Descriptors: *Recruitment--Methods / *Personnel information systems.

5-3

Cowan, Alison.
The computer as job matchmaker. New York times, section 12, p. 67-68, March 24, 1985.
Descriptors: *Placement--Automation / *Employment services.

5-4

Myers, David C. and Sidney A. Fine.
Development of a methodology to obtain and assess applicant experiences for employment. Public personnel management, 14:51-64, Spring 1985.
Descriptors: *Selection--Methodology / *Job search--Research / *Applications for positions--Research / *Work experience.

CIVIL SERVICE

5-5

Gallas, Nesta M.
Representativeness: a new merit principle. Public personnel management, 14:25-31, Spring 1985.
Descriptors: *Labor force--Research / *Minority groups--Research / *Equity--Research / *Government employees / Civil service / Affirmative action / Federal government / State government / Municipal government.

CIVIL SERVICE, FEDERAL

5-6 Ic26.29 .L52L

Legislating bureaucratic change: the Civil Service Reform Act of 1978, edited by Patricia W. Ingraham and Carolyn Ban. Albany: State University of New York Press, 1984. 406 p.
Descriptors: *Civil service reform--Administration--Evaluation / *Civil service reform--Law and legislation / Civil service reform--Addresses, essays, lectures / Federal government.

CIVIL SERVICE, FEDERAL (Cont'd)

5-7

Morris, Joseph A.

Toward a capitalist civil service: remarks on improving managerial effectiveness and productivity in the public service. Government union review, 6:30-42, Winter 1985.

Joseph A. Morris is General Counsel, U.S. Office of Personnel Management. Text of a speech delivered during the Fourth International Colloquium on Public Administration, February 22-24, 1984.

Descriptors: *Civil service / *Bureaucracy / *Personnel administration / Civil service--Comparative studies / Management improvement / Performance-based pay / Federal government.

5-8 Ic26.37 .Un58d

U.S. General Accounting Office.

Distribution of male and female employees in four Federal classification systems. Washington, 1984. 37 p. (B-215627)(GAO/GGD-85-20)

Descriptors: *Civil service--Statistics / *Women--Employment--Statistics / *Women--Employment--Comparative studies / *Wage system employees--Statistics / Foreign service officers--Statistics / Federal government.

COMMUNICATION

5-9

Bolnick, Rae.

Communicating together. Secretary, 45:8-9, February 1985.

Descriptors: *Communication / *Listening.

5-10

Boyd, Stephen D.

Learning to listen. Management world, 14:32-33, April 1985.

Descriptors: *Listening / *Communication.

5-11

Demers, Robert.

What's the problem? Supervision, 47:5-7, April 1985.

Descriptors: *Communication in management / *Supervision / Span of control.

5-12

Overcoming the fear of writing memos. Supervision, 47:10+, April 1985.

Descriptors: *Communication in management / *Memorandums.

COMPENSATION

5-13

Appleton, John.

Managing 401(k) plan investment: the compensation manager's role. Compensation review, 17:22-33, First quarter 1985.

Descriptors: *Deferred compensation--Administration / *Compensation administration / *Executives--Responsibilities / *Investments--Administration.

5-14
Baird, Charles W.
Comparable worth: the labor theory of value and worse. Government union review, 6:1-29, Winter 1985.
Descriptors: *Pay rates / *Women--Pay / *Labor economics.

5-15
Brickfield, Cyril F.
Taxing fringe benefits: a risky proposal. Dynamic years, 20:20, March-April 1985.
Descriptors: *Fringe benefits--Taxation.

5-16
Conner, Caryl.
Beyond the fringes. Across the board, 22:8-17, April 1985.
Descriptors: *Fringe benefits--Taxation.

5-17
Cranston, Alan.
The proposed Equity Act of 1985. Labor law journal, 36:131-144, March 1985.
Alan Cranston (D., Calif.) is a U.S. Senator.
Descriptors: *Pay rates--Law and legislation / *Women--Pay--Law and legislation / *Women--Discrimination.

5-18
Davis, Kermit R., Jr., William F. Giles and Hubert S. Feild, Jr.
What college graduates want in a compensation package. Compensation review, 17:42-53, First quarter 1985.
Descriptors: *Compensation administration / *College graduates--Attitudes / Surveys.

5-19
Kuhne, Robert J. and Brian Toyne.
Who manages the international compensation and benefits function? Compensation review, 17:34-41, First quarter 1985.
Descriptors: *Compensation administration.

5-20 S/I
Monroe, Lee.
Agencies reap benefits from in-house day care. Recreation news (League of Federal Recreation Associations), 3:1+, April 1985.
Descriptors: *Day care centers / Federal government.

5-21
Nasar, Sylvia.
Why wages won't take off. Fortune, 111:62-64+, April 29, 1985.
Descriptors: *Wage-price policy / *Economic policy / *Pay rates.

5-22
Pendleton, Clarence M., Jr.
Comparable worth is not pay equity: Looney Tunes and the tooth fairy. Vital speeches of the day, 51:382-384, April 1, 1985.
Descriptors: *Pay rates / *Women--Pay.

5-23
Ross, Irwin.
Employers win big in the move to two-tier contracts. Fortune, 111:82-84, April 29, 1985.
Descriptors: *Compensation administration / *Labor-management relations / *Employee attitudes.

5-24
Samuelson, Robert J.
The myths of comparable worth. Newsweek, 105:57, April 22, 1985.
Descriptors: *Pay rates--Evaluation / *Women--Pay--Evaluation / *Women--Discrimination.

5-25
Seaberry, Jane.
Two-tiered wages: more jobs vs. more worker alienation. Washington post, p. G1+, April 7, 1985.
Descriptors: *Compensation administration--Evaluation / *Pay administration--Evaluation / *Labor-management relations.

5-26
Sears, David.
Make employee pay a strategic issue. Compensation review, 17:55-60, First quarter 1985.
Reprinted from Financial Executive, October 1984.
Descriptors: *Compensation administration / *Pay administration / *Corporate planning.

5-27 Ie52.9 .Sm6w
Smith, James P.
Women's wages and work in the twentieth century, by James P. Smith and Michael P. Ward. Santa Monica: Rand, 1984. xxx, 96 p. (R-3119-NICHD)
Descriptors: *Women--Pay--Research / *Pay rates--Research / *Women--Employment--Research.

5-28 Ie55 .Un58o
U.S. General Accounting Office.
Options for conducting a pay equity study of Federal pay and classification systems. Washington, 1985. 94 p. (B-217675)(GAO/GGD-85-37)
Descriptors: *Pay research--Methods / *Pay rates--Research / *Pay administration--Research / Job evaluation / Federal government.

CREATIVE THINKING

5-29

Agor, Weston H.

Intuition as a brain skill in management. Public personnel management, 14:15-24, Spring 1985.

Descriptors: *Creative thinking--Research / *Decision-making--Research / *Thought and thinking / Executives--Abilities.

ELECTRONIC DATA PROCESSING

5-30

Guide to word processing. Management world, 4:14-20, April 1985.

Contents: What's new in '85, by Shirley M. Unley; When WP meets DP, by Brian R. Blackmarr; The state of WP, by Lou Pilla; WP sources.

Descriptors: *Word processing / *Electronic data processing.

5-31

Magubane, Vukani.

What every database needs: a manager. New York times, section 12, p. 41-42, March 24, 1985.

Descriptors: *Electronic data processing personnel / *Information systems--Administration.

EMPLOYEE CONDUCT

5-32 Ie478 .Un58fv

U.S. General Accounting Office.

5-year summary of results of GAO fraud hotline. Washington, 1984. 71 p. (B-171019)(GAO/AFMD-84-70)

Descriptors: *Fraud--Control / U.S. General Accounting Office--Administration / Federal government.

EMPLOYEE HEALTH AND MEDICAL CARE

5-33

Gruning, Carl F.

VDTs and vision--new problems for the '80s. Office, 101:19+, February 1985.

Descriptors: *Health, Employee / *Electronic data processing personnel / *Working conditions / Human engineering.

5-34

Health psychology: emerging issues. American behavioral scientist, 28:439-576, March-April 1985.

Contents: Introduction: the zeitgeist for health psychology, by Mary L. Jasnoski; The social mandate of health psychology, by David C. McClelland; A synchronous systems model for health, by Mary L. Jasnoski and Gary E. Schwartz; Self-control of somatic arousal: an examination of the effects of meditation and biofeedback, by David S. Holmes; Psychoneuroimmunology: the new frontier, by John B. Jemmott, III; A personologic approach for health psychology research, by Franklin C. Shontz; Evaluating health care, by Lee Sechrest; Toward a benefitcost analysis of anemia reduction, by Henry M. Levin; Health management program: Kimberly-Clark Corporation, by Connie M. Smoczyk and Robert E. Dedmon.

Descriptors: *Health, Employee / *Psychology, Physiological / *Health benefit programs--Case studies / *Stress, Psychological--Control.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

5-35

Ivancevich, John M., Michael T. Matteson and Edward P. Richards, III.
Who's liable for stress on the job? Harvard business review, 64:60-62+, March-April 1985.
Descriptors: *Stress, Psychological / *Health, Employee / *Employers' liability.

EQUAL OPPORTUNITY IN EMPLOYMENT

5-36

Berryman, Sue.
Integrating the sciences. New perspectives (U.S. Commission on Civil Rights), 17:16-22, Winter 1985.
Descriptors: *Equal opportunity in employment / *Equal opportunity in education / *Women--Career opportunities / *Minority groups--Career opportunities.

5-37

Carroll, Bonnie.
When will the discrimination end? Review (Canada), 58:13-17, March 1985.
Descriptors: *Women--Discrimination / *Harassment.

5-38

Hook, Sidney.
Rationalizations for reverse discrimination. New perspectives (U.S. Commission on Civil Rights), 17:8-11, Winter 1985.
Descriptors: *Discrimination / *Affirmative action.

5-39

Schnapper, Eric.
The Supreme Court and affirmative action: an exercise in judicial restraint. New perspectives (U.S. Commission on Civil Rights), 17:12-15, Winter 1985.
Descriptors: *Affirmative action--Cases / *Equal opportunity in employment--Law and legislation.

5-40 Ie154.5 .Sm6f

Smith, Lou.
The fourth monkey. Aurora, Colo.: National Writers Press, 1984. 135 p.
Descriptors: *Harassment--Case studies / *Women--Discrimination--Case studies / *Reprisals--Case studies / Federal employees--Correspondence, reminiscences, etc. / Federal government.

ETHICS

5-41 KF305 .A8Abla

ABA/BNA lawyers' manual on professional conduct. Washington: American Bar Association : Bureau of National Affairs, 1984. 2 v. (loose-leaf)
Contents: v. 1. Manual; v. 2. Current reports.
Not available for interlibrary loan.
Descriptors: *Legal ethics--Handbooks, manuals, etc.

ETHICS (Cont'd)

5-42

Brownstein, Ronald.

Agency ethics officers fear Meese ruling could weaken conflict laws. National journal, 17:639-642, March 23, 1985.

Descriptors: *Ethics / *U.S. Office of Government Ethics--Rules and practice / *Conflict of interest / Federal government.

5-43 Ie478 .Un58ds

U.S. General Accounting Office.

Designation of senior employees subject to post-employment restrictions under the Ethics in Government Act. Washington, 1984. 5 p. (B-103987)(GAO/GGD-84-62)

Letter to the Honorable William S. Cohen, United States Senate.

Descriptors: *Conflict of interest--Administration--Evaluation / Executives--Ethics / Civil service ethics / Federal government.

EXECUTIVES--COMPENSATION

5-44

Braham, James.

Offices in the sky. Industry week, 225:28-31, April 1, 1985.

Descriptors: *Executive perquisites / *Air travel / *Executives--Fringe benefits.

5-45

Executive compensation scoreboard. Business week, p. 196-201+, March 22, 1985.

Contents: Pay envelopes are bulging again, by Steven E. Prokesch; Executive compensation.

Descriptors: *Executive compensation--Statistics.

5-46

Thurman, William N., Jr. and Richard R. West.

SERPs come of age. Business horizons, 28:30-37, March-April 1985.

SERPs = supplemental executive retirement plans.

Descriptors: *Executives--Retirement / *Retirement planning / *Executives--Retirement--Administration.

EXECUTIVES--HEALTH AND MEDICAL CARE

5-47

Cooper, Cary L.

Executive stress: a ten-country comparison. Human resource management, 23:395-407, Winter 1984.

Descriptors: *Executives--Mental health--Comparative studies / *Stress, Psychological--Comparative studies / *Executives--Attitudes--Comparative studies / Surveys / United States / Sweden / Germany (West) / South Africa / Great Britain / Japan / Singapore / Nigeria / Brazil / Egypt.

5-48

Sexual dysfunction: an executive malady? Industry week, 225:46-47, April 1, 1985.

Descriptors: *Executives--Health / *Executives--Abilities.

EXECUTIVES--RECRUITMENT

5-49

Davis, Gordon L.

When the recruiter calls...don't hang up too soon. Industry week, 225:26-27, April 1, 1985.

Descriptors: *Executives--Recruitment / *Executives--Characteristics / *Job search.

EXECUTIVES--TRAINING

5-50

Rosen, Benson and Thomas H. Jerdee.

Helping young managers bridge the generation gap. Training, 22:42+, March 1985.

Descriptors: *Leadership style / *Executives--Training / *Youth--Attitudes.

5-51

Schrader, Albert W.

How companies use university-based executive development programs. Business horizons, 28:53-62, March-April 1985.

Descriptors: *Management development / *Executives--Training / *Training methods.

5-52

Swartz, Steve.

Business schools revise programs to meet firms' changing needs. Wall Street journal, p. 35, March 28, 1985.

Descriptors: *Executives--Training / *Executives--Career planning / *Master of business administration degree--Curricula.

FREEDOM OF INFORMATION

5-53

Bradley, Janet A.

Prose complainants and the Freedom of Information Act: neglected, not rejected. Administrative law review, 37:15-36, Winter 1985.

Descriptors: *Freedom of information--Law and legislation / *Fees, Professional--Law and legislation / *Fees, Professional--Cases.

HOURS OF WORK

5-54

Latack, Janina C. and Lawrence W. Foster.

Implementation of compressed work schedules: participation and job redesign as critical factors for employee acceptance. Personnel psychology, 38:75-92, Spring 1985.

Descriptors: *Shorter workweek--Research / *Job satisfaction / *Electronic data processing personnel--Attitudes.

5-55

Wise, Deborah C., Aaron Bernstein and Alice Z. Cuneo.

Part-time workers: rising numbers, rising discord. Business week, p. 62-63, April 1, 1985.

Descriptors: *Part-time work / *Compensation / *Job satisfaction.

INSURANCE, HEALTH

5-56

Barnes, Thomas J. and Charles S. Mishkind.
Retiree health and welfare benefits: controversy over their duration. Employee relations law journal, 10:584-614, Spring 1985.
Descriptors: *Retirees--Insurance--Cases / *Insurance, Health--Cases / *Insurance, Life--Cases.

5-57

Handel, Bernard.
Hospital utilization review--an essential in health-care cost containment. Compensation review, 17:60-66, First quarter 1985.
Reprinted from Employee Benefits Journal, September 1984.
Descriptors: *Medical care--Costs--Control / *Hospitals--Evaluation.

5-58

Ibbs, Patricia J.
Employers continue coverage for retired, disabled. Employee benefit plan review, p. 8-12, March 1985.
Descriptors: *Retirees--Insurance--Research / *Insurance, Health--Administration / *Insurance, Disability / Surveys.

JOB ANALYSIS

5-59

Shinnick, Michael D. and Donald L. Gerber.
A common language for analyzing work. Journal of systems management, 36:8-13, April 1985.
Descriptors: *Work measurement--Methods / *Time and motion study--Methods / Programming (Electronic computers).

JOB DESIGN

5-60

Brass, Daniel J.
Technology and the structuring of jobs: employee satisfaction, performance, and influence. Organizational behavior and human decision processes, 35:216-240, April 1985.
Descriptors: *Job design--Research / *Job satisfaction research / *Technology.

JOB SATISFACTION

5-61

Adler, Seymour, Richard B. Skov and Nat J. Salvemini.
Job characteristics and job satisfaction: when cause becomes consequence. Organizational behavior and human decision processes, 35:266-278, April 1985.
Descriptors: *Job satisfaction research / *Job factors--Research.

5-62

Watson, Collin J., Kent D. Watson and John D. Stowe.
Univariate and multivariate distributions of the Job Descriptive Index's measures of job satisfaction. Organizational behavior and human decision processes, 35:241-251, April 1985.
Descriptors: *Job satisfaction research.

LABOR FORCE

5-63

Drucker, Peter F.

A growing mismatch of jobs and job seekers. Wall Street journal, p. 30, March 26, 1985.

Descriptors: *Labor force / *Labor supply / *Workforce planning.

LABOR-MANAGEMENT RELATIONS

5-64

Dalton, Dan R. and William D. Todor.

Gender and workplace justice: a field assessment. Personnel psychology, 38:133-151, Spring 1985.

Descriptors: *Grievances--Research / *Women--Discrimination--Research / *Women--Attitudes toward--Research.

5-65

Fowler, Aubrey R., Jr.

Arbitration, the trilogy, and individual rights: developments since Alexander v. Gardner-Denver. Labor law journal, 36:173-182, March 1985.

Descriptors: *Grievance arbitration--Cases / Discrimination--Cases / Discrimination appeals--Cases.

5-66

Montague, Bill.

Fed union finances healing, but convalescence not over. Federal times, 21:24, April 8, 1985.

Descriptors: *Unions / *Unions--Officers--Pay / Federal government.

5-67

Osigweh, Chimezie A. B.

Collective bargaining and public sector union power. Public personnel management, 14:75-84, Spring 1985.

Descriptors: *Collective bargaining--Research / *Public administration.

LABOR TURNOVER

5-68

Mowday, Richard T.

Strategies for adapting to high rates of employee turnover. Human resource management, 23:365-380, Winter 1984.

Descriptors: *Labor turnover / *Labor turnover control.

LEAVE

5-69

Apcar, Leonard M.

More firms offer sabbaticals from jobs, but sometimes workers hate to return. Wall Street journal, p. 33, March 26, 1985.

Descriptors: *Sabbatical leave / *Leave / *Fringe benefits.

LEAVE (Cont'd)

5-70

Wiatrowski, William J.

Employee income protection against short-term disabilities. Monthly labor review, 108:32-38, February 1985.

Descriptors: *Sick leave--Statistics.

MANAGEMENT

5-71

Bean, Ed.

Cause of quality-control problems might be managers--not workers. Wall Street journal, p. 31, April 10, 1985.

Descriptors: *Quality control / *Factory management / *Efficiency, Employee.

5-72 Ia51.9 .B81i

Brown, James K.

The impact of technological change on corporate and R & D management: a survey. New York: Conference Board, 1984. 13 p. (Research bulletin no. 170)

Descriptors: *Research administration / *Management / *Technology--Social aspects.

MOBILITY

5-73

Sigelman, Lee and David Lowery.

The impact of employee mobility on job orientations in the Federal service. Public personnel management, 14:41-50, Spring 1985.

Descriptors: *Mobility, Occupational--Research / *Bureaucracy--Research / *Civil service / Federal government.

OLDER WORKER

5-74

Carlson, Elliot.

The plateau-makers. Dynamic years, 20:28-35, March-April 1985.

Descriptors: *Older worker--Characteristics / *Older worker--Training / *Retraining / *Age discrimination / Career patterns.

5-75 Ie156 .R34m

Rhine, Shirley H.

Managing older workers: company policies and attitudes. New York: Conference Board, 1984. 38 p. (Report no. 860)

Descriptors: *Older worker--Employment / *Older worker--Personnel policies / *Older worker--Attitudes toward / Surveys.

5-76

Tucker, Florence D.

A study of the training needs of older workers: implications for human resources development planning. Public personnel management, 14:85-95, Spring 1985.

Descriptors: *Older worker--Training / *Training needs analysis--Research / *Employee development / Federal government.

ORGANIZATIONAL BEHAVIOR

5-77

Denton, D. Keith.

Survival tactics: coping with incompetent bosses. Personnel journal, 64:66-68+, April 1985.

Descriptors: *Organizational behavior / *Power (Social sciences) / *Executives--Abilities.

5-78

Kilmann, Ralph H.

Corporate culture: managing the intangible style of corporate life may be the key to avoiding stagnation. Psychology today, 19:62-68, April 1985.

Descriptors: *Organizations--Climate / *Organizational behavior / *Conflict, Organizational / *Group relations / Culture.

5-79

Newton, T. J. and A. Keenan.

Coping with work-related stress. Human relations, 38:107-126, February 1985.

Descriptors: *Organizational behavior--Research / *Stress, Psychological--Research / Human behavior--Research / Engineers / Stress, Psychological--Control.

ORGANIZATIONS

5-80

Lawler, Edward E., III.

Education, management style, and organizational effectiveness. Personnel psychology, 38:1-26, Spring 1985.

Descriptors: *Organizational effectiveness / *Leadership style / *Education / *Participative management.

PARTICIPATIVE MANAGEMENT

5-81

Harrison, Teresa M.

Communication and participative decision making: an exploratory study. Personnel psychology, 38:93-116, Spring 1985.

Descriptors: *Participative management--Research / *Decision-making--Group method--Research / *Communication.

PERFORMANCE EVALUATION

5-82

Goddard, Robert W.

Evaluating the '80s employee. Management world, 14:8-10, April 1985.

Descriptors: *Performance evaluation--Evaluation / *Appraisal interviews--Evaluation / Leadership style.

5-83

Heilman, Madeline E. and Melanie H. Stopeck.

Being attractive, advantage or disadvantage? Performance-based evaluations and recommended personnel actions as a function of appearance, sex and job type. Organizational behavior and human decision processes, 35:202-215, April 1985.

Descriptors: *Performance evaluation--Research / *Beauty, Personal--Research / *Sex discrimination--Research.

PERFORMANCE EVALUATION (Cont'd)

5-84

Personnel and productivity. Public productivity review, 8:52-69, Spring 1984.

Contents: Tying pay to performance, by Dave Dougherty; Productivity efforts on personnel management, by Harold Webb; Dual career ladders, by Walter Gasior.

Dave Dougherty is Chief, Large Domestic Agencies Branch, U.S. Office of Personnel Management.

Panel discussion at the Second National Public Sector Productivity Conference, held at the John Jay College of Criminal Justice, New York City, March 24-25, 1983.

Descriptors: *Performance evaluation / *Productivity improvement / *Personnel administration / U.S. Office of Personnel Management / Federal government.

PERSONNEL ADMINISTRATION

5-85

Evans, Paul A. L.

On the importance of a generalist conception of human resource management: a cross-national look. Human resource management, 23:347-363, Winter 1984.

Descriptors: *Personnel administration--Theory / *Organizations--Theory.

5-86

Gow, Jack F.

Human resource managers must remember the bottom line. Personnel journal, 64:30-32, April 1985.

Descriptors: *Employee development--Evaluation / *Management / *Personnel administration.

5-87

Leshner, Martin and Sharon Coleman.

The case of the missing HRP (and how to solve it). Personnel journal, 64:57-59+, April 1985.

Descriptors: *Employee development--Methods / *Organizational analysis.

5-88

Magnus, Margaret and Mort Grossman.

Computers and the personnel department. Personnel journal, 64:42-46+, April 1985.

Descriptors: *Personnel information systems / *Personnel administration / *Electronic data processing.

5-89

Medina, William A.

Managing people to perform. Bureaucrat, 14:52-55, Spring 1985.

Descriptors: *Personnel administration / *Employee attitudes--Research / *Standards of performance.

5-90 Iell.1 .N21s

National Academy of Public Administration.

Steps toward a stable future: a report by a panel of the National Academy of Public Administration assessing the budget and personnel processes of the Environmental Protection Agency. Washington, 1984. 17 p.

Descriptors: *Personnel administration--Evaluation--Case studies / *U.S. Environmental Protection Agency--Administration--Evaluation / Federal government.

PERSONNEL ADMINISTRATION (Cont'd)

5-91 Ref. Ie18 .P43p

Personnel/industrial relations/human resource management colleges: a directory, edited by Georgianna Herman. 2nd ed. Minneapolis: University of Minnesota, Industrial Relations Center, 1984. 199 p.

Sponsored by the Industrial Relations Center, University of Minnesota, and the Committee of Industrial Relations Librarians.

Descriptors: *Personel administration--Study and teaching / *Industrial relations--Study and teaching / *Universities and colleges--Graduate work--Directories / Degrees, Academic--Directories.

PERSONNEL DEPARTMENTS

5-92

Ferris, Gerald R., Deborah A. Schellenberg and Raymond F. Zammuto.

Human resource management strategies in declining industries. Human resource management, 23:381-394, Winter 1984.

Descriptors: *Personnel directors--Responsibilities / *Personnel administration / *Change, Organizational.

5-93

Sears, L. N., Jr.

Organization and human resource professionals in transition. Human resource management, 23:409-421, Winter 1984.

Descriptors: *Personnel directors--Responsibilities / *Organization development / *Executives--Responsibilities--Case studies / *Change, Organizational--Case studies.

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5-94

Apcar, Leonard M.

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Descriptors: *Position classification / *Efficiency, Employee / *Pay policies / Unions.

5-95

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Richard B. Post is Associate Director for Staffing, U.S. Office of Personnel Management.

Descriptors: *Position classification schedules--Evaluation / *Position standards--Evaluation / Federal government.

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5-96

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Descriptors: *Performance--Research / *Organizational effectiveness--Research.

PRODUCTIVITY (Cont'd)

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Descriptors: *Productivity improvement.

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Descriptors: *Performance--Costs / *Cost-benefit analysis--Methods / *Performance--Research / U.S Army / Military personnel.

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Descriptors: *Productivity improvement / *Politics and government / *Public administration.

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Descriptors: *Productivity--Addresses, essays, lectures / *Labor-management relations--Addresses, essays, lectures / *Productivity measurement--Case studies / Quality circles / Japan.

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Contents: Cost-effective law enforcement, by Marc Holzer; Productivity in law enforcement? by Patrick O'Hara; Performance measurement for criminal justice: the Federal Bureau of Investigation (FBI) experience, by William Lee Colwell and Joseph W. Koletar; Overcoming limitations to police productivity measurement: the Omaha experience, by Robert C. Wadman and Joseph C. DeLadurantey; The impact of police work scheduling on patrol productivity, by R. Michael Buren and William W. Stenzel; The Kansas City Police Department's strategic and target oriented patrol plan, by Norman A. Caron and Richard H. Curtin; A conversation with Jerry Bratcher (interview).

Descriptors: *Productivity / *U.S. Federal Bureau of Investigation--Administration / *Productivity measurement--Case studies / *Police administration / Federal government.

PROFESSIONAL EMPLOYEES

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Descriptors: *Attorneys--Responsibilities / *Organizational behavior--Research / *Role conflict--Research / Social role--Research.

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5-105

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Descriptors: *Public administration--Public opinion / *Bureaucracy--Research / *Organizational effectiveness--Research.

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Descriptors: *Task forces--Tables / *Policy formulation--Methods / *Johnson, Lyndon Baines, 1908-1973 / Federal government.

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Descriptors: *Removal--Cases / *Employers' liability / *Insurance, Employers' liability.

5-109

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Descriptors: *Removal / *Personnel information systems--Administration.

REMOVAL (Cont'd)

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Descriptors: *Removal--Evaluation / *Removal--History / *Removal--Law and legislation / *Removal--Cases / Federal government / State government / Local government.

RETIREMENT

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Descriptors: *Retirement--Administration / *Retirement--Comparative studies / *Pension financing / Federal government.

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Korczyk, Sophie M.

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5-113

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Descriptors: *Retirement benefits--Law and legislation / *Pensions--Law and legislation / *Women--Discrimination.

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Descriptors: *Retirement benefits--Comparative studies / *Pensions--Comparative studies / Federal government.

RETIREMENT (Cont'd)

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Descriptors: *Pensions--Administration / *Pension funds--Administration.

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Descriptors: *Internal security / *Lie detectors and detection--Statistics / *Security classification (Government documents)--Statistics / Federal government.

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Don't be judge and jury. Supervision, 47:14-16, April 1985.

Descriptors: *Supervision / *Supervisors--Responsibilities / Communication in management / Praise.

5-120

Elsasser, Paul.

I have met the enemy. Supervision, 47:3-4, April 1985.

Descriptors: *Supervisors--Abilities / *Supervisors--Characteristics.

5-121

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Descriptors: *Supervision / *Supervisors--Responsibilities.

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Descriptors: *Training methods / *Problem solving--Study and teaching.

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Descriptors: *Training / *Literacy.

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5-128

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Descriptors: *Human relations training--Research / *Empathy.

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Descriptors: *Transportation, Employee--Evaluation / *Transportation, Employee--Costs / *Automobiles, Government / Federal government.

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5-132

Mossman, Frances I.

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Descriptors: *Women military personnel / *Military personnel / *Women--Career opportunities.

WOMEN--EMPLOYMENT (Cont'd)

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Descriptors: *Women--Employment / *Women--Career opportunities / *Women--Discrimination.

WORK LIFE

5-134
Christensen, Kathleen E.
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Descriptors: *Work at home / *Women--Employment / *Mothers--Employment / Hours of work.

5-135
Goncharoff, Katya.
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Descriptors: *Work at home--Case studies / *Hours of work.

5-136
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Descriptors: *Day care centers / *Children of working parents.

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Descriptors: *Work at home--Case studies / *Hours of work / Librarians.

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Descriptors: *Organizational commitment--Research / *Job satisfaction research / *Quality of working life.

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